

Official File

P 82M-1

S-E-C-R-E-T

INSTRUCTION NO.
LI 70-5

LI 70-5
RECORDS AND CORRESPONDENCE
5 July 1968

SUBJECT : Vital Records Program

REFERENCE: Records, 15 April 1964

25X1A

1. GENERAL

- a. This Instruction provides for an active Vital Records Program for the Office of Logistics. The Records Management Officer (RMO) maintains a schedule of documents considered vital to the operations of the Office of Logistics; and provides for the orderly processing of vital records to the Repository provided under the Disaster Program.
- b. The schedule serves as a guide to Logistics personnel in identifying documents to be sent to the Repository. In addition to items listed in the attached schedule, documents of a one-time or nonrecurring nature considered vital to the operations of the Office of Logistics shall also be deposited as prescribed.
- c. In addition to the vital records deposited by the Office of Logistics, items deposited by other Agency components may be made available for Office of Logistics use as required.

2. DEFINITION

Vital Records are those specific documents, records, or reference material in the possession of the Agency which are essential to its continued operation in an emergency and which, in the event of destruction, would constitute an irreplaceable loss.

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GROUP 1 Excluded from automatic downgrading and declassification

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3. RESPONSIBILITY

- a. It is the responsibility of each staff and division chief to provide for an annual review of the schedule of records to be deposited; to furnish the RMO appropriate additions, deletions or changes to the schedule; and to ensure that records designated are currently forwarded to the Records and Services Branch (Logistics Registry) for deposit.
- b. It is the responsibility of the RMO to provide for the prompt deposit of Office of Logistics vital records in the Repository, and to review periodically the schedule and the records on deposit.

4. PROCEDURE

- a. Available vital records will be forwarded to the Records and Services Branch on Monday of each week so that the deposit can be made on Tuesday. Indication should be made if material forwarded is a replacement of material previously sent, in order that outdated documents may be withdrawn.
- b. Form No. 620, "Vital Materials Transfer Slip," will be prepared and signed by the Area Records Officer.


GEORGE E. MELOON
Director of Logistics

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Attachments:

1. Vital Material Deposit Schedule
2. CIA Library Deposits
3. Orders Initiated by OL/Reference Room
and Deposited in VR by OL/RMO

25X1A OL/EO/R&SB/ vhm

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